



# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY**

**NPR 3713.1A**

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Request Notification of Change (NASA Only)

## **Subject: Reasonable Accommodations Procedures**

**Responsible Office: Office of Diversity & Equal Opportunity**

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## **Chapter 3. Initiating the Request**

3.1 A qualified individual with a disability may be entitled to a reasonable accommodation to perform the essential functions of the job. NASA may choose among reasonable accommodations as long as the chosen accommodation is effective.

3.2 A request for reasonable accommodation is a statement that an individual with a disability needs an adjustment or change at work, in the application process, or in a benefit or privilege of employment for a reason related to a mental or physical condition. The request can be initiated orally, in writing, or in any other format or medium that is convenient and practical for the individual with the disability.

3.3 A request does not have to contain any special words, such as "reasonable accommodation," "disability," or "Rehabilitation Act." An individual with a disability may request a reasonable accommodation at any time, even if the existence of a disability has not been previously disclosed. A family member, health professional, or other representative may also request a reasonable accommodation on behalf of a NASA employee or applicant. Any NASA employee or applicant may consult with the Agency, Headquarters, or the Center's DPM for further information or assistance with requesting or processing a request for reasonable accommodation.

3.4 The reasonable accommodation process begins immediately after management's receipt of the request. A request may be made to a supervisor or manager in the employee's organizational hierarchy, the Center Equal Opportunity (EO) Officer,<sup>1</sup> or in the case of an applicant for a position, any Human Resources Specialist (HRS) with whom the applicant has contact in the Office of Human Resources. When a request for reasonable accommodation is made, the requesting employee's immediate supervisor, or in the case of an applicant, the appropriate HRS receiving the request, shall immediately notify the installation's DPM who shall, in turn, notify the EO Officer. Supervisors, managers, employees, and applicants should consult with the DPM at their respective installation for further information or assistance in connection with requesting or processing a reasonable accommodation request.

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<sup>1</sup> For purposes of this NPR, the term "Center EO Officer" includes the Director, HQ Equal Opportunity and Diversity Management (EODM) Division. "Center EO Office" is meant to be inclusive of the NASA EODM Division.

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3.5 For NASA to keep accurate records regarding requests for reasonable accommodation, employees seeking a reasonable accommodation shall follow up on an oral request by completing NASA Form 1699, Request for Reasonable Accommodation (see Appendix A), or submitting the request in an alternative format, as appropriate, to the immediate supervisor. If an alternative format is used, the immediate supervisor shall transfer the information to NASA Form 1699. Similarly, for applicants seeking a reasonable accommodation, the HRS shall transfer the information to NF 1699 and attach a copy of the written request.

Applicants do not need to complete a NASA Form 1699, but must follow-up with a written request.

3.6 NASA Form 1699, or in the case of applicants, a written request, should be completed as soon as possible, but not later than five (5) business days after an initial oral request is made. In any event, NASA shall begin processing

the request as soon as the request, in whatever form, is received. The requestor or the requestor's immediate supervisor shall provide the Headquarters or appropriate Center's DPM with a copy of the completed NASA Form 1699, or the written request, as soon as possible. The DPM shall inform the Center's EO Officer upon receipt of the written request. The Center's EO Officer shall be kept informed by the DPM of the progress in the processing of the request.

3.7 A NASA Form 1699 is not required when an individual needs a reasonable accommodation on a repeated basis (e.g., the assistance of sign language interpreters or readers). A NASA Form 1699 is required only for the first request, although the requestor shall provide appropriate notice, either verbally or in writing to the DM of record, each time the reasonable accommodation is needed.

3.8 NASA Form 1699 shall be filed with, safeguarded, and disposed of by the Headquarters or Center Equal Opportunity Offices in accordance with guidance provided in NPR 1441.1D, NASA Records Retention Schedules, the Privacy Act, and the confidentiality requirements of the Rehabilitation Act.

3.9 The ODEO shall maintain and safeguard all records and documents in accordance with the Privacy Act and will follow the guidance provided in NPR 1441.1D, NASA Records Retention Schedules. This includes proposing changes to current retention schedules and developing new retention schedules when necessary.

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